

REPUBLIC OF THE PHILIPPINES
BC-CSC FORM NO. 1
(Position Description Form)

1. NAME OF EMPLOYEE
MALASAGA EDRALIN M.
(Family Name) (Given Name) (Middle Name)

2. DEPARTMENT, CORPORATION OR
AGENCY/LOCAL GOVERNMENT

LEYE STATE UNIVERSITY

3. BUREAU OR OFFICE

NCRC-V

4. DEPARTMENT/BRANCH/DIVISION

NCRC-V

5. WORK STATION/PLACE OF WORK

BAYBAY, LEYTE

6a. PRES. APROP.
BOARD RES./
ORD. NO.
ITEM

6b. PREV. APPROP.
ACT/BOARD RES.
ORD. NO.
ITEM

7A. SALARY
AUTHORIZED
ACTUAL

P 9,318.00

7b. OTHER

PERA/ACA

6. OFFICIAL DESIGNATION OF POSITION

SCIENCE RESEARCH ASSISTANT

9. WORKING OR PROPOSED TITLE

SCIENCE RESEARCH ASSISTANT

10. WAPCO CLASSIFICATION OF THIS
POSITION

11. OCCUPATIONAL GROUP TITLE (Leave Blank)

12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENT UNIT AND UNIT'S CLASS

MUNICIPALITY / /

CITY / /

PROVINCE / /

1ST

2ND

3RD

4TH

5TH

6TH

13. STATEMENT OF DUTIES AND RESPONSIBILITIES. (If more space is needed, please attach additional sheets).

Percent of
Working
Time

50%

Data gathering

30%

Data computation and analysis

15%

Supervise laborers

15%

Others

14. POSITION TITLE OF IMMEDIATE SUPERVISOR

Study Leader

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

Center Director

17. MACHINES, EQUIPMENT, TOOLS, ETC. USED REGULARLY IN THE PERFORMANCE OF WORK

Calculator, meter stick, weighing scale and etc.

18. CONTACTS

Occasional

Frequent

General Public

x

Other Agencies

x

Supervisors

x

Management

x

Others (Specify)

19. WORKING CONDITION

Normal Working Condition

Field Work

x

Field Trips

Exposed to Varied Weather

x

Other (specify)

20. I CERTIFY THAT THE above answers are accurate and complete.

June 25, 2002

Date

EDRALIN M. MALASAGA

Signature of Employee

TO BE FILLED UP OUT BY IMMEDIATE SUPERVISOR

21. DESCRIBE BRIEFLY THE GENERAL FUNCTION OF THE POSITION OF THE UNIT OR SECTION

To conduct research and extension activities on all aspects of coconut for the benefit of Visayas Farmers.

22. DESCRIBE BRIEFLY THE GENERAL FUNCTION OF THE POSITION.

To gather data, compute and analyze data and supervise laborers.

23. Indicate the Required Qualification by years and kind of Education considered in filling up a vacancy of this position. (Keep the position in mind rather than the qualification of the present incumbent. This item should be filled for all positions other than teaching.

Education

BS degree w/ specific area of specialization plus other requirements

Experience

Not required

23b. LINCENSE OR CERTIFICATE REQUIRED TO DO THIS WORK, IF ANY.

Not required

24. I HEREBY CERTIFY that the above answers are accurate and complete

June 25, 2002

Date

TESSIE C. NUÑEZ

Signature and Title of Immediate Supervisor

25. APPROVED

June 25, 2002

Date

PACIENCIA P. MILAN

Head of Agency